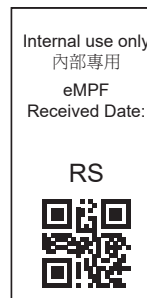


## REMITTANCE STATEMENT

### 付款結算書

RS



Scheme Name 計劃名稱 ( Please refer to the Appendix A 請參閱附錄 A )		( the "Scheme" 「計劃」 )	
Employer Name 僱主名稱		( the "Employer" 「僱主」 )	
Employer Account No. 僱主帳戶號碼	Payroll Group ID 工資組別編號		
Contribution Period 供款期 ( DD / MM / YYYY 日/月/年 )	From 由 <input type="text"/> <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> To 至 <input type="text"/> <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Bill No. 帳單編號 ( If known 如知悉 )	

#### Important Notes: 重要事項：

- Please read "Guide for Remittance Statement" ( "Guide" ) carefully before completing this Remittance Statement ( "RS" ). 請填寫本付款結算書前先細閱「付款結算書指南」(「指南」)。
- By law, employers are required to make MPF contributions for all relevant employees in full and on time. If mandatory contributions are not received by MPF trustee via the eMPF Platform in full on or before the Contribution Day\*, the eMPF Platform will report the default contributions to the Mandatory Provident Fund Schemes Authority ( "MPFA" ). Employer will be liable to 5% surcharge and may also be subject to further actions ( e.g. financial penalty ) to be taken by the MPFA. 按法例要求，僱主必須準時為所有有關僱員作出全額強積金供款。如強積金受託人沒有於供款日 \* 或之前透過積金易平台全數收到強制性供款款項，積金易平台會將拖欠供款向強制性公積金計劃管理局 (「積金局」) 匯報。僱主會被徵收 5% 附加費，並可能會遭積金局採取其他行動 ( 例如罰款 )。
 

\* "Contribution Day" means: 「供款日」指：

  - For regular employee, it refers to the 10th day after the last day of: 就一般僱員而言，此乃指下列任何一段期間的最後一日之後第 10 日 ( whichever is the later 以較後者為準 ) :
    - a calendar month within which the relevant contribution period ends; or 有關供款期終結之日所在的公曆月；或
    - the month during which the 60-day permitted period ends. 60 日特准限期終結之日所在月份。
  - For casual employee under Master Trust Scheme and Employer Sponsored Scheme, it refers to the 10th day after the last day of: 就集成信託計劃及僱主營辦計劃下的臨時僱員而言，此乃指下列任何一段期間的最後一日之後第 10 日 ( whichever is the later 以較後者為準 ) :
    - the relevant contribution period; or 有關供款期；或
    - the contribution period in which the permitted period ends. 涵蓋特准限期終結日的供款期。
  - If the contribution day falls on a Saturday, a public holiday, a gale / black rainstorm warning day or a day on which the eMPF Platform is suspended ( and the suspension affects the performance of the relevant duty of an employer ), the contribution day is extended to the next day which is not a Saturday, a public holiday, a gale / black rainstorm warning day or a day on which the eMPF Platform is suspended ( and the suspension affects the performance of the relevant duty of an employer ). 如供款日是星期六、公眾假日、烈風／黑色暴雨警告日或積金易平台暫停運作的日子 ( 而暫停對僱主執行的責任有影響 )，供款日將順延至該日之後的第一個並非星期六、公眾假日、烈風／黑色暴雨警告日或積金易平台暫停運作的日子 ( 而暫停對僱主執行的責任有影響 )。
- The information provided in this statement will be used in accordance with the relevant MPF legislation and for the purposes mentioned in the "Personal Information Collection Statement" ( "PICS" ) of the eMPF Platform and the Scheme referred / listed above. For details, please refer to the Appendix A. 本結算書所有已提供的資料將按照有關強積金法例、積金易平台及上述所指／所列計劃《收集個人資料聲明》(「聲明」) 處理。詳情請參閱附錄 A。

Employer Name  
僱主名稱

Employer Account No.  
僱主帳戶號碼

Payroll Group ID  
工資組別編號

\* Surcharge is calculated at 5% of the amount of outstanding mandatory contributions and / or mandatory contributions paid after Contribution Day. 附加費相等於尚欠強制性供款額及／或供款日後才繳付的強制性供款額的百分之五。

※ **Termination Reason Code 離職理由代號**  
Employers are required to report termination and its details for their employees. The reason for termination obtained in this statement will be applied for the purpose of ascertaining Long Service Payment / Severance Payment ( "LSP / SP" ) and / or determination of employer's Voluntary / employer's ORSO balance entitlement ( if any ). If no termination reason is indicated after reporting Last Date of Employment, it will be deemed as "Resignation" in determining the said entitlement of the employee. 僱主須為其僱員申報離職及其詳情。離職理由會用作核實其是否享有長期服務金／遣散費及／或計算其歸屬的僱主自願性供款／職業退休計劃供款的累算權益 ( 如有 )。如僱主匯報最後受僱日期後未有提供離職理由，將被視為「辭職」以計算僱員享有的相關權益。

1 – Resignation 辭職

2 – Retirement 退休

3 – Early Retirement 提早退休

4 – Summary Dismissal <sup>1</sup> 因故革職 <sup>1</sup>

5 – Total Incapacity 完全喪失行為能力

6 – Redundancy <sup>2</sup> 裁員 <sup>2</sup>

7 – Laid Off 遣散

8 – Death <sup>3</sup> 身故 <sup>3</sup>

9 – Ill Health 健康問題

10 – End of Contract <sup>4</sup> 合約完結 <sup>4</sup>

11 – Dismissal <sup>5</sup> 解僱 <sup>5</sup>

<sup>1</sup> Not entitled to LSP / SP, employer voluntary contributions and employer ORSO transfers. 沒有資格獲得長期服務金／遣散費、僱主自願性供款及僱主的職業退休計劃轉移。

<sup>2</sup> Due to dismissal / end of contract. 因解僱／合約完結。

<sup>3</sup> If offsetting LSP / SP is required, please attach the copy of death certificate of the member, identification document of the claimant and / or other supporting document(s) ( if applicable ) for proof of relationship between the claimant and deceased member. 如需要對沖長期服務金／遣散費，請附上成員之死亡證、申索人之身分證明文件及／或其他證明文件副本 ( 如適用 )，以證明申索人與身故成員之關係。

<sup>4</sup> Does not include termination by redundancy. 不包括因裁員而離職。

<sup>5</sup> Does not include summary dismissal due to the employee's serious misconduct / dismissal due to redundancy. 不包括因僱員犯嚴重過失而遭即時解僱／因裁員而解僱。

<sup>A</sup> If your company requires to offset LSP / SP from relevant member's account, you are required to submit an application either via eMPF Employer Portal or through a duly signed and completed "Notice of Termination for Long Service Payment / Severance Payment ( LSP / SP ) Offset Request". ( Both signatures of the Employer and Member should match with the signature specimen of the eMPF Platform / the trustee ). Please note that all applications for refund without LSP / SP receipt or without member's valid signature or submitted after the transfer / withdrawal of the member's accrued benefit will not be accepted. If no selection is made, it will be considered as no offsetting LSP/SP is required. 如你公司需要由有關成員帳戶對沖長期服務金／遣散費，你公司必須透過積金易僱主平台遞交對沖指示或填妥及簽署「對沖長期服務金／遣散費之成員終止受僱通知書」( 僱主及成員簽署必須與積金易平台／受託人的簽署樣式相符 )。如有關申請未有附上長期服務金／遣散費之收據或成員簽署無效或未能於該成員累算權益轉移／提取前提出，恕不接受有關申請。如沒有剔選，將被視為不需要對沖長期服務金／遣散費。

• For a member's accrued MPF benefits to be transferred under intra-group transfer, a new employer can request such transfer via the eMPF Web Portal, or completing and returning "Employer's Request for Fund Transfer Form" and "Intra-group Transfer Form for Transfer of Accrued Benefits upon Intra-group Transfer / Change of Business Ownership" to the eMPF Platform or these relevant transfer forms provided by the trustees ( collectively, the "Forms" ) and submitted these forms to the new trustee ( if applicable ). Upon receipt of the Forms for an intra-group transfer from the new employer, the eMPF Platform will also process the termination of the concerned members under the existing employer according to information on the Forms. If the Forms and information provided are incomplete or invalid, the eMPF Platform may not be able to process such transfer and the termination of the concerned member(s) from the account of the existing employer. The existing employer is reminded of the possibility of default contribution before completion of the termination for the concerned members. The eMPF Platform will update the default contribution records once the termination of the concerned members is completed. 成員的強積金累算權益如因轉職至聯繫公司而轉移，新僱主可透過積金易網上平台遞交「轉職至聯繫公司」指示或填寫及交回「僱主資金轉移申請表」及「聯繫公司／更改業務擁有權之成員累算權益轉移表格」予積金易平台，或可填寫由受託人提供的相關表格 ( 下稱「表格」) 並交回予新受託人 ( 如適用 )。在收到以處理轉職至聯繫公司的轉移申請之表格後，積金易平台將依據表格上之資料處理有關成員於現僱主帳戶處理有關成員之離職。如表格及資料上有遺漏或錯誤，積金易平台將不能完成有關成員之轉移及於現僱主帳戶下之離職指示。在有關僱員之離職程序完成前，現僱主可能被視作未有準時作出供款。積金易平台將於完成有關成員之離職後更新相關之未準時繳交供款紀錄。

A. EXISTING MEMBER CONTRIBUTION 現有成員供款												
Member Account No. / Staff Code 成員帳戶號碼／職員編號 ( If applicable 如適用 )	Member Name 成員名稱 ( As shown on HKID Card / Passport 與香港身份證／護照上的姓名相同 )	HKID Card / Passport No. 香港身份證／護照號碼	Relevant Income 有關入息	Basic Salary 基本薪金 ( If applicable 如適用 )	Mandatory Contributions 強制性供款		Voluntary Contributions 自願性供款		* Surcharge * 附加費 ( If applicable 如適用 )	Last Date of Employment 最後受僱日期 ( DD / MM / YYYY 日／月／年 )	* Termination Reason Code * 離職理由代號	^ Offsetting LSP / SP? ^ 是否需對沖長期服務金／遣散費? ( Y = Yes 是 ; N = No 否 )
					Employer's Portion 僱主部分	Member's Portion 成員部分	Employer's Voluntary Contributions 1 僱主自願性供款 1	Member's Voluntary Contributions 1 成員自願性供款 1				
			HKD 港幣	HKD 港幣	HKD 港幣	HKD 港幣	HKD 港幣	HKD 港幣	HKD 港幣			
												<div><input type="checkbox"/> Y</div> <div><input type="checkbox"/> N</div>
												<div><input type="checkbox"/> Y</div> <div><input type="checkbox"/> N</div>

Employer Name  
僱主名稱

Employer Account No.  
僱主帳戶號碼

Payroll Group ID  
工資組別編號

A. EXISTING MEMBER CONTRIBUTION 現有成員供款												
Member Account No. / Staff Code 成員帳戶號碼／職員編號 ( If applicable 如適用 )	Member Name 成員名稱 ( As shown on HKID Card / Passport 與香港身份證／護照上的姓名相同 )	HKID Card / Passport No. 香港身份證／護照號碼	Relevant Income 有關入息	Basic Salary 基本薪金 ( If applicable 如適用 )	Mandatory Contributions 強制性供款		Voluntary Contributions 自願性供款		* Surcharge * 附加費 ( If applicable 如適用 )	Last Date of Employment 最後受僱日期 ( DD / MM / YYYY 日／月／年 )	* Termination Reason Code * 離職理由代號	^ Offsetting LSP / SP? ^ 是否需對沖長期服務金／遣散費？ ( Y = Yes 是； N = No 否 )
					Employer's Portion 僱主部分	Member's Portion 成員部分	Employer's Voluntary Contributions 1 僱主自願性供款 1	Member's Voluntary Contributions 1 成員自願性供款 1				
					HKD 港幣	HKD 港幣	HKD 港幣	HKD 港幣				
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												<div><input type="checkbox"/> Y <input type="checkbox"/> N</div>

Employer Name  
僱主名稱

Employer Account No.  
僱主帳戶號碼

Payroll Group ID  
工資組別編號

B. FIRST CONTRIBUTION FOR NEWLY ENROLLED MEMBER 已登記新成員之首次供款

Member Account No. / Staff Code 成員帳戶號碼／職員編號 ( If applicable 如適用 )	Member Name 成員名稱 ( As shown on HKID Card / Passport 與香港身份證／護照上的姓名相同 )	HKID Card / Passport No. 香港身份證／護照號碼	Contribution Period 供款期 ( DD / MM / YYYY 日／月／年 — ( DD / MM / YYYY 日／月／年 )	Relevant Income 有關入息  HKD 港幣	Basic Salary 基本薪金 ( If applicable 如適用 )  HKD 港幣	Mandatory Contributions 強制性供款		Voluntary Contributions 自願性供款		* Surcharge * 附加費 ( If applicable 如適用 )  HKD 港幣	Last Date of Employment 最後受僱日期 ( DD / MM / YYYY 日／月／年 )	* Termination Reason Reason Code * 離職理由代號	^ Offsetting LSP / SP? ^ 是否需對沖長期服務金／遣散費？ ( Y = Yes 是； N = No 否 )
						Employer's Portion 僱主部分  HKD 港幣	Member's Portion 成員部分  HKD 港幣	Employer's Voluntary Contributions 1 僱主自願性供款 1  HKD 港幣	Member's Voluntary Contributions 1 成員自願性供款 1  HKD 港幣				
			____/____/____ To 至 ____/____/____										<div><input type="checkbox"/> Y <input type="checkbox"/> N</div>
			____/____/____ To 至 ____/____/____										<div><input type="checkbox"/> Y <input type="checkbox"/> N</div>
			____/____/____ To 至 ____/____/____										<div><input type="checkbox"/> Y <input type="checkbox"/> N</div>
			____/____/____ To 至 ____/____/____										<div><input type="checkbox"/> Y <input type="checkbox"/> N</div>
			____/____/____ To 至 ____/____/____										<div><input type="checkbox"/> Y <input type="checkbox"/> N</div>
			____/____/____ To 至 ____/____/____										<div><input type="checkbox"/> Y <input type="checkbox"/> N</div>
			____/____/____ To 至 ____/____/____										<div><input type="checkbox"/> Y <input type="checkbox"/> N</div>
			____/____/____ To 至 ____/____/____										<div><input type="checkbox"/> Y <input type="checkbox"/> N</div>
Sub-total 小計													
Total 總額						( II )							

C. NEW MEMBER CONTRIBUTION ( TO BE ENROLLED ) 新成員供款 ( 即將登記 )

This part is only applicable for reporting new member(s) who are not shown in Part A & B. 本部分只適用於匯報未有列於 A 及 B 部分的新成員。

• With respect to the Common Reporting Standard ( "CRS" ) effective from 1 January 2020, member opening new MPF account is required to provide a self-certification on tax residency information during enrolment. Please arrange the member(s) to complete the enrolment ( with self-certification ) via eMPF Web Portal or submit a completed member enrolment form(s) ( duly signed by both employer and member ) to the eMPF Platform as soon as possible. 共同匯報標準 ( 「 CRS 」 ) 於 2020 年 1 月 1 日起生效，成員登記強積金計劃時，須提供有關稅務居民資料的自我證明。請儘快安排成員，透過積金易網上平台辦理登記或遞交已填妥的成員登記表格 ( 需由僱主及成員簽署 ) 予積金易平台以完成自我證明。

• Please note that if the member contribution account is unable to be set up due to incomplete or inaccurate member enrolment form, the contribution processing for such member will be delayed. The contribution may subsequently be refunded and contribution surcharge may also be imposed. 請注意，如成員登記表格有遺漏或不正確而未能開立成員的供款帳戶，該成員的供款處理將受到延誤。供款隨後可能會被退還，亦可能因此而被徵收供款附加費。

⚠ Please fill in this field in the format of "Country / Area Code - Mobile Phone No ( e.g. 852-98765432 )". 請以「國家／地區編號 - 手提電話號碼 ( 例如：852-98765432 )」格式填寫此欄。

# Applicable if there is voluntary contributions for the member(s). 如成員有自願性供款適用。

(i) Member Name 成員名稱 ( As shown on HKID Card / Passport 與香港身份證／護照上的姓名 相同 )	(ii) HKID Card / Passport No. 香港身份證／ 護照號碼	(iii) Date of Birth 出生日期 ( DD / MM / YYYY 日／月／年 )	(iv) Date of Employment 受僱日期 ( DD / MM / YYYY 日／月／年 )	Contribution Period 供款期 ( DD / MM / YYYY 日／月／年 — ( DD / MM / YYYY 日／月／年 )	Relevant Income 有關入息	Basic Salary 基本薪金 ( If applicable 如適用 )	Mandatory Contributions 強制性供款		Voluntary Contributions 自願性供款			* Surcharge * 附加費 ( If applicable 如適用 )
					Employer's Portion 僱主部分	Member's Portion 成員部分	Employer's Voluntary Contributions 1 僱主自願性供款 1	Member's Voluntary Contributions 1 成員自願性供款 1	* Member Class * 成員組別			
(i)a Surname 姓氏	(ii)	(iii)	(iv)	____/____/____ To 至 ____/____/____	HKD 港幣	HKD 港幣	HKD 港幣	HKD 港幣	HKD 港幣	HKD 港幣		HKD 港幣
(i)b Given Name 名字												
(v)	(vi)											
(i)a Surname 姓氏	(ii)	(iii)	(iv)	____/____/____ To 至 ____/____/____								
(i)b Given Name 名字												
(v)	(vi)											
(i)a Surname 姓氏	(ii)	(iii)	(iv)	____/____/____ To 至 ____/____/____								
(i)b Given Name 名字												
(v)	(vi)											
					Sub-total 小計							
					Total 總額	( III )						

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D. BACK PAYMENT FOR TERMINATED MEMBER 離職成員的補薪

This part is only applicable for reporting any back-payment made to member(s) whose termination has been reported previously. 本部分只適用於為已申報離職的成員匯報補回薪金的供款。

Member Account No. / Staff Code 成員帳戶號碼／職員編號 ( If applicable 如適用 )	Member Name 成員名稱 ( As shown on HKID Card / Passport 與香港身份證／ 護照上的姓名相同 )	HKID Card / Passport No. 香港身份證／ 護照號碼	Contribution Period 供款期 ( DD / MM / YYYY 日／月／年 — ( DD / MM / YYYY 日／月／年 )	Relevant Income 有關入息	Basic Salary 基本薪金 ( If applicable 如適用 )	Mandatory Contributions 強制性供款		Voluntary Contributions 自願性供款		* Surcharge * 附加費 ( If applicable 如適用 )
						Employer's Portion 僱主部分	Member's Portion 成員部分	Employer's Voluntary Contributions 1 僱主自願性供款 1	Member's Voluntary Contributions 1 成員自願性供款 1	
				HKD 港幣	HKD 港幣	HKD 港幣	HKD 港幣	HKD 港幣	HKD 港幣	HKD 港幣
			____/____/____ To 至 ____/____/____							
			____/____/____ To 至 ____/____/____							
			____/____/____ To 至 ____/____/____							
			____/____/____ To 至 ____/____/____							
			____/____/____ To 至 ____/____/____							
			____/____/____ To 至 ____/____/____							
Sub-total 小計										
Total 總額						( IV )				

Employer Name  
僱主名稱

Employer Account No.  
僱主帳戶號碼

Payroll Group ID  
工資組別編號

E. CONTRIBUTION PAYMENT SUMMARY 繳交供款總結

I	Total Contribution in Part A A 部分供款總額	HKD 港幣	+	II	Total Contribution in Part B B 部分供款總額	HKD 港幣	+	III	Total Contribution in Part C C 部分供款總額	HKD 港幣	+	IV	Total Contribution in Part D D 部分供款總額	HKD 港幣	-
* Amount to be offset from Employer Forfeiture Account * 從僱主沒收權益帳戶對沖款額		HKD 港幣	-	* Amount to be offset from Employer Reserve Account * 從僱主儲備帳戶對沖款額		HKD 港幣	=	Total Contribution Payment 繳交供款總額		HKD 港幣					

\* Please check the available amount via eMPF Employer Portal and fill in the amount to be offset ( if applicable ). 請透過積金易僱主平台查閱可用金額並填寫對沖款額 ( 如適用 ) 。

F. PAYMENT INFORMATION 付款資料

Please choose a payment method and fill in the payment details 請揀選付款方法及填寫付款詳情 ( If applicable 如適用 ) :

1. Payment Method 付款方法

( Please settle the payment according to the payment methods offered by your Trustee. You can obtain more information of available payment methods via scanning the QR code or visiting <https://empf.org.hk/paymentmethods/en>. On the Payment Methods ( Employer ) page, please select your "Trustee" and "Scheme" for the information of payment methods offered by the trustee. 請根據受託人所提供的付款方法繳付款項。你可透過掃描二維碼或瀏覽 <https://empf.org.hk/paymentmethods/zh-hk> 取得更多付款方式資訊。在付款方式 ( 僱主 ) 頁面，選擇你的「受託人」及「計劃」以查閱受託人所提供的付款方式資訊。 )

- (i) Cheque 支票

☐ (a) Cheque 支票

☐ (b) e-Cheque 電子支票
- (ii) Direct Debit 直接扣帳

☐ (a) Direct Debit 直接扣帳 ( Please skip the payment details below 請略過下列付款資料部分 )
- (iii) Electronic Means 電子途徑

☐ (a) Direct Credit 直接入帳

☐ (b) Faster Payment System ( "FPS" ) 轉數快

☐ (c) PPS 繳費靈

☐ (d) Bill Payment 繳付帳單

Payment Method  
付款方法



2. Payment Details 付款詳情

(i) Transaction Reference No.  
交易參考編號

(ii) Name of the Bank  
銀行名稱

(iii) Amount  
金額

HKD  
港幣

元

( e.g. Cheque / FPS Transaction No.  
例如支票／轉數快交易號碼 )

Employer Name  
僱主名稱

Employer Account No.  
僱主帳戶號碼

Payroll Group ID  
工資組別編號

G. AUTHORIZATION AND DECLARATION 授權及聲明

By signing this statement, the Employer ( "I / We" ) agree that 在簽署本結算書，僱主 ( 下稱「本人／我們」 ) 同意：

1. I / We have read and understood the full details of this statement ( including the General Terms and Conditions of the eMPF Platform, the Important Notes, Guide For Remittance Statement and the PICS of the eMPF Platform and the Scheme ) and agree to abide by the rules stated herein. 本人／我們已閱讀及明白本結算書內的所有內容 ( 包括本結算書上的積金易平台一般條款及細則、重要事項，付款結算書指南及積金易平台及本計劃「聲明」 )，並同意遵守當中所述規則。

2. I / We confirm that I / we have identified the new members in Part C and verified the members' identities on the basis of documents, data or information ( including the HKID Card ) provided by a governmental body, a relevant authority or any other reliable and independent source that is recognized by the relevant authority. 本人／我們確認已識別 C 部分內新增成員的身分，以及根據由政府機構、有關當局或有關當局認可的任何其他可靠及獨立來源所提供的文件、數據或資料 ( 包括香港身份證 ) 核實成員的身分。

3. I / We hereby confirm that the information provided by me / us in this statement is accurate and complete and agree that I / we shall be liable to any investment loss resulting from any subsequent change or withdrawal made to the above instruction. In the event of any dispute from my / our employee(s) regarding the information provided in this statement, I / we agree to assume full responsibility in resolving such dispute. I / We also understand that it is my / our responsibility to make mandatory contributions up to the members' last day of employment or until the employees reach age 65. 本人／我們謹此確認本人／我們在本結算書中提供的資料皆準確及完整並同意本人／我們將負責所有因隨後更改或取消以上資料所衍生之投資損失。如果本人／我們的僱員對本結算書中提供的資料有任何爭議，本人／我們同意承擔解決此類爭議的全部責任。本人／我們亦明白需要支付成員的強制性供款直至最後受僱日期或直到僱員年滿 65 歲。

Authorized Signature(s) with Company Chop ( If applicable ) 授權簽署及公司印章 ( 如適用 )


Date 日期

DD 日 / MM 月 / YYYY 年

⚡ Warning 警告：

Pursuant to section 43E of the Mandatory Provident Fund Schemes Ordinance ( Cap. 485 ), a person who, in any document given to (i) the MPFA, (ii) a system operator of the eMPF Platform, or (iii) an approved trustee, knowingly or recklessly makes a statement which is false or misleading in a material respect commits an offence and is liable to a maximum penalty of a HKD100,000 fine and 12 months' imprisonment on the first conviction and a HKD200,000 fine and two years' imprisonment on each subsequent conviction. A person who knowingly and wilfully makes ( otherwise than on oath ) a statement false in a material particular also commits an offence under section 36 of the Crimes Ordinance ( Cap. 200 ) and is liable on conviction to imprisonment for two years and to a fine. 根據《強制性公積金計劃條例》( 第 485 章 ) 第 43E 條，任何人在給予 (i) 積金局，(ii) 積金易平台的系統營運者，或 (iii) 核准受託人的任何文件中，明知或罔顧後果地作出在要項上屬虛假或具誤導性的陳述，即屬犯罪。首次定罪者，最高可處罰款港幣100,000元及監禁十二個月；其後每次定罪，最高可處罰款港幣200,000元及監禁兩年。根據《刑事罪行條例》( 第 200 章 ) 第 36 條，任何人明知而故意在非經宣誓的情況下在要項上作出屬虛假的陳述，亦屬犯罪。一經定罪，可處監禁兩年及罰款。



Submission Channels 遞交途徑		Enquiries 查詢			
<div><div>1.</div><div>Post: PO Box 98929 Tsim Sha Tsui Post Office 郵寄：尖沙咀郵政局郵政信箱 98929 號</div></div> <div><div>2.</div><div>Drop-in Box in any one of the eMPF Service Centres below 下列任何一間積金易服務中心的投遞箱</div></div> <div><div>3.</div><div>Email address 電郵地址：<a href="mailto:forms@support.empf.org.hk">forms@support.empf.org.hk</a></div></div> <div><div>4.</div><div>Fax 傳真：3197 2988</div></div> <div><div></div><div>Please do <b>NOT</b> submit duplicate copies to avoid duplication. 請勿遞交相同表格，以免重複。</div></div>		<div><div>1.</div><div>eMPF Customer Service Hotline 積金易客戶服務熱線：183 2622</div></div> <div><div>2.</div><div>Email address 電郵地址：<a href="mailto:enquiry@support.empf.org.hk">enquiry@support.empf.org.hk</a></div></div> <div><div>3.</div><div>Fax 傳真：3197 2922</div></div>			
eMPF Service Centres Address & Service Hours 積金易服務中心地址及服務時間					
<div><div>Hong Kong Island 香港島</div><div>Unit 601B, 6/F, Dah Sing Financial Centre, No. 248 Queen's Road East, Wanchai, Hong Kong 香港灣仔皇后大道東 248 號大新金融中心 6 樓 601B 室</div></div>		<div><div>Kowloon 九龍</div><div>Suites 1205-6, 12/F, Chinachem Golden Plaza, No. 77 Mody Road, Tsim Sha Tsui East, Kowloon 九龍尖沙咀東部麼地道 77 號華懋廣場 12 樓 1205-6 室</div></div>		<div><div>New Territories 新界</div><div>Suite 1802A, 18/F, Tower 2, Nina Tower, No. 8 Yeung Uk Road, Tsuen Wan, New Territories 新界荃灣楊屋道 8 號如心廣場第 2 座 18 樓 1802A 室</div></div>	
<div><div>Service Hours 服務時間：</div><div><div><div>Monday to Friday</div><div>Saturday</div><div>Sunday &amp; Public Holiday</div></div><div><div>星期一至五</div><div>星期六</div><div>星期日及公眾假期</div></div><div><div>9:00 am – 6:00 pm</div><div>9:00 am – 1:00 pm</div><div>Closed 休息</div></div><div><div>上午 9 時 至 下午 6 時</div><div>上午 9 時 至 下午 1 時</div><div></div></div></div></div>					
eMPF Customer Service Hotline Service Hours 積金易客戶服務熱線服務時間					
<div><div>Monday to Friday</div><div>Saturday</div><div>Sunday &amp; Public Holiday</div></div>		<div><div>星期一至五</div><div>星期六</div><div>星期日及公眾假期</div></div>		<div><div>9:00 am – 7:00 pm</div><div>9:00 am – 1:00 pm</div><div>Closed 休息</div></div> <div><div>上午 9 時 至 下午 7 時</div><div>上午 9 時 至 下午 1 時</div><div></div></div>	

## GUIDE FOR REMITTANCE STATEMENT ( "Guide" ) 付款結算書指南 (「指南」)

### Filling the RS: 填寫「付款結算書」:

- eMPF Platform Company Limited ( "eMPF Company" ), a wholly owned subsidiary of the Mandatory Provident Fund Schemes Authority ( "MPFA" ), will provide the scheme administration services to you through the eMPF Platform, subject to the "General Terms and Conditions of the eMPF Platform" which can be accessed from <https://empf.org.hk/tnc/en>. This statement is only applicable to the MPF scheme which has got onboard to the eMPF Platform. For details, please refer to the Appendix A: List of "Personal Information Collection Statement" ( "PICS" ) of The eMPF Platform and The Onboarded MPF Schemes. 積金易平台有限公司 (「積金易公司」) 是強制性公積金計劃管理局 (「積金局」) 的全資附屬公司。積金易公司將根據「積金易平台一般條款及細則」( 可於 <https://empf.org.hk/tnc> 瀏覽 )，透過積金易平台為你提供計劃行政服務。本結算書只適用於已轉移至積金易平台的強積金計劃。詳情請參閱附錄 A: 積金易平台及已轉移至積金易平台的強積金計劃《收集個人資料聲明》(「聲明」) 列表。
- This statement is applicable only if your company has previously given the signature specimen of the scheme authorized person(s) to the eMPF Platform / the trustee. If not, please submit your request via eMPF Employer Portal or visit eMPF Service Centre to provide your signature specimen for verification. 本結算書只適用於如你公司已經提供計劃獲授權人的簽署樣式予積金易平台／受託人。如你公司尚未提供有關紀錄，請透過積金易僱主平台遞交指示或前往積金易服務中心以提供簽署樣式以作核對用途。( Applicable if your company has enrolled an MPF Account under the eMPF Platform. 只適用於如你公司已於積金易平台登記強積金帳戶。 )
- Please complete this statement in BLOCK LETTERS with black or blue pen and tick the appropriate box(es). Please countersign beside any amendment. 請用黑色或藍色筆以正楷填寫本結算書，並在適當空格內填上剔號。如有刪改，請於更改位置旁加簽。
- The signature ( including countersign ) in this statement should match with the signature specimen of the eMPF Platform / the trustee ( please refer to point 2 of the Guide ). 本結算書的簽署 ( 包括加簽 ) 必須與積金易平台／受託人的簽署樣式相符 ( 請參閱指南第 2 點 ) 。
- The eMPF Platform will process this request upon receipt of this completed statement and all relevant supporting document(s) ( if any ). If there are any omissions ( including but not limited to missing page(s) / supporting document(s) ), the eMPF Platform may not be able to process this request. 積金易平台收到完整結算書及相關證明文件 ( 如有 ) 後，才會處理有關指示。如有遺漏 ( 包括但不限於頁數／證明文件不齊全 )，積金易平台可能未能執行此指示。
- The eMPF Platform will calculate and process the actual contribution amount based on the provided relevant income and / or basic salary, rounding off to the nearest 2 decimal places. 積金易平台將根據僱主提供的有關入息及／或基本薪金，以四捨五入至最接近的兩個小數位計算及處理實際的供款額。
- Employers should state the following information clearly in this statement for each member: 僱主必須為每名成員在本結算書上清楚註明下列資料：
  - The Relevant Income <sup>▽</sup> for each of the contribution periods shown in this statement; and 本結算書所示的每段供款期內的有關入息 <sup>▽</sup>；及
  - The respective employer's and member's contributions for each of these periods; and 僱主及成員在每段供款期的各自供款；及
  - Please specify "0" or "0.00" in the "Relevant Income" column if member's Relevant Income is zero ( such as those on no-paid leave ). Please note that if the "Relevant Income" column left blank, it will be considered as failure to report contributions. The outstanding contributions record will be reported to the MPFA after contribution day and you may be subject to surcharge imposed by the MPFA. 如成員沒有任何有關入息 ( 如正支取無薪假期的僱員 )，請在「有關入息」項目下註明「0」或「0.00」。請注意，如沒有填寫將被視作沒有匯報供款。尚欠供款紀錄將於供款日後向積金局匯報，而積金局可能就此向你徵收附加費。<sup>▽</sup> "Relevant Income" has the meaning ascribed to the term by the Mandatory Provident Fund Schemes Ordinance as amended from time to time. 「有關入息」之定義已載於強制性公積金計劃條例內並不時作出修訂。
- If the employee's birthday does not fall on the first day of the relevant contribution period ( i.e. the relevant income used to calculate contributions, after reaching 18-year-old OR before turning 65-year-old, is not for a complete contribution period ), the employer is still required to input the total income earned for the relevant contribution period as relevant income. If the employee's employment is terminated during the contribution period when the employee reaches 65-year-old, please also report the notice of termination. The system will calculate the pro-rated contribution amount based on the provided information. 如僱員的生日不是相關供款期的第 1 天 ( 即僱員年滿 18 歲後或滿 65 歲前用於計算供款的有關入息並非完整供款期 )，僱主仍需要輸入相關供款期內的總收入作為有關入息。若僱員於年滿 65 歲之供款期內終止受僱，請同時匯報該僱員的離職通知。系統將會根據提供資料按比例計算供款金額。
- Please fill in the HKID Card / Passport No. or the member account no. which is essential data for contribution settlement. Please ensure that the HKID Card / Passport No. or the member account no. provided is true, correct and accurate. 請填寫香港身份證／護照號碼或成員帳戶號碼。此乃處理供款中的必需資料，請確保你所提供之香港身份證／護照號碼或成員帳戶號碼是真實、正確和準確的。
- Passport No. is ONLY applicable for an individual without HKID Card. 護照號碼僅供沒有香港身份證人士填寫。
- When an employee ceases employment, employers should notify the eMPF Platform of the employee's last date of employment and make the last contribution on or before the next contribution day after the last employment month of the employee. 如僱員離職，僱主須在僱員最後受僱日期所在月份的下一個供款日或之前，向積金易平台申報僱員最後受僱日期及作出最後一期供款。
- Basic salary is used in the calculation of voluntary contributions. In the absence of the basic salary, relevant income will be used in the calculation of voluntary contributions ( if applicable ). 基本薪金只適用於計算自願性供款。若未有提供基本薪金，有關入息將被用作計算自願性供款 ( 如適用 )。
- If employers wish to make different voluntary contributions as defined in the "Voluntary Contributions Application / Change Form" in the same contribution period, please provide details for other voluntary contributions ( i.e. Employer's Voluntary Contributions 2 and / or Member's Voluntary Contributions 2 ) in additional sheet(s) and submit it together with this statement. Otherwise, employers only need to fill in voluntary contributions in the Employer's Voluntary Contributions 1 and / or Member's Voluntary Contributions 1 column(s) ( if any ). 如僱主擬根據「自願性供款申請／更改表格」所定於同一供款期作不同的自願性供款，請於額外紙張提供其他自願性供款 ( 即僱主自願性供款 2 及／或成員自願性供款 2 ) 的資料並與本結算書一併遞交。否則，僱主只需於僱主自願性供款 1 及／或成員自願性供款 1 欄位填寫自願性供款 ( 如有 )。
- Employers are required to fill in the sub-total and total contributions of relevant part(s) on this statement. Please note that this statement has to be signed by the authorized signatory. Failure to do so would result in the contribution not being processed and this may cause delay and imposition of surcharge. 僱主須於本結算書填上有關部分的小計及供款總額。請注意，本結算書須由獲授權人士簽署。如有遺漏，供款將不被處理，亦可能導致延遲及被徵收附加費。

### Before Submitting the RS: 遞交「付款結算書」前:

- For direct debit, please return the completed RS to the eMPF Platform and maintain sufficient funds in the bank account. 如需直接扣帳，請交回填妥之「付款結算書」予積金易平台，及確保銀行戶口內備有足夠款項。
- Please submit a valid cheque, any incorrect or incomplete information on the cheque will be treated as invalid and will NOT be accepted. Examples of invalid cheques would include but not limited to incorrect / missing payee name; outdated / post-dated / missing / incomplete / illegible cheque date; the amount in words and figures is not consistent / missing / incorrect; missing authorized signature / drawer's chop on the cheque; missing signature and drawer's chop on the amendment to the cheque; damaged cheque. 請遞交有效的支票，任何支票載有不正確或不完整資料均被視作無效及恕不接受。無效支票的例子包括但不限於不正確／欠缺收款人名稱；支票已過期／非即期／尚欠日期／日期不完整／日期未能辨認；支票金額的文字與數字不一致／欠缺／不正確；支票上欠缺授權簽署／發票人的蓋章；塗改處欠缺簽署及蓋章；損壞的支票。
- Please visit <https://empf.org.hk/paymentmethods/en> ( on the Payment Methods ( Employer ) page, please select your "Trustee" and "Scheme" for the information of payment methods offered by the trustee ) for the cheque payee name of the Scheme and write down your "MPF Contribution Bill No.", eMPF "Submission Reference No." or eMPF "Employer Account No." ( if any ) on the back of the cheque. 請瀏覽 <https://empf.org.hk/paymentmethods/zh-hk> ( 在付款方式 ( 僱主 ) 頁面，選擇你的「受託人」及「計劃」以查閱受託人提供的付款方式資訊 ) 以查閱計劃的支票收款人名稱並於支票背面寫上你的「強積金供款帳單號碼」、積金易「提交參考編號」或積金易「僱主帳戶號碼」( 如有 )。







General Terms  
and Conditions of  
the eMPF Platform  
積金易平台  
一般條款及細則














18. For submission by post, please reserve sufficient time and affix sufficient stamp to ensure delivery in order and avoid any delay in making contribution. 如以郵遞方式遞交，為免延誤供款，請預留充足的郵遞時間及貼上足額郵票，以確保郵遞無誤。
19. To avoid delay in contribution processing, the contribution will be allocated to the employee accounts on pro-rata basis if there is insufficient payment, unless employers opt out the pro-rata basis arrangement or further instruction is given. 為避免延誤處理供款，若供款款額不足，積金易平台將按供款比例分配至僱員帳戶，除非僱主選擇不按比例安排或另有指示。
20. Please note that MPF intermediaries ( if applicable ) are not authorized to receive MPF cheques and RS on behalf of the eMPF Platform. Employers are particularly reminded to arrange submission to the eMPF Platform directly. Employers may also obtain the latest account information and check their contribution status regularly by accessing eMPF Employer Portal. 請注意強積金中介人（如適用）並非收取強積金供款支票及「付款結算書」的正式途徑，僱主應直接遞交供款及有關文件予積金易平台。同時，僱主亦可登入積金易僱主平台以查閱帳戶最新資料及定期檢視供款狀況。

**APPENDIX A: LIST OF "PERSONAL INFORMATION COLLECTION STATEMENT" ( "PICS" ) OF THE eMPF PLATFORM AND THE ONBOARDED MPF SCHEMES**  
**附錄 A: 積金易平台及已轉移至積金易平台的強積金計劃《收集個人資料聲明》(「聲明」) 列表**






Below are the PICS of the eMPF Platform and the onboarded MPF schemes. Please download and read the PICS of the eMPF Platform and the onboarded MPF scheme(s) via visiting the website of the eMPF Platform or scanning respective QR code. Alternatively, you may also get a copy of the PICS by calling eMPF Customer Service Hotline 183 2622 or visiting any one of the eMPF Service Centres. 下列為積金易平台及已轉移至積金易平台的強積金計劃的「聲明」。請瀏覽積金易平台的網頁或掃描相關二維碼下載及詳閱積金易平台及已轉移至積金易平台的強積金計劃「聲明」。你亦可致電積金易客戶服務熱線 183 2622 或到訪任何一間積金易服務中心索取「聲明」副本。

Personal Information Collection Statement of The eMPF Platform 積金易平台收集個人資料聲明			Link / QR Code 連結／二維碼
The eMPF Platform 積金易平台			<a href="https://empf.org.hk/pics/en">https://empf.org.hk/pics/en</a> 
Personal Information Collection Statement of The Onboarded MPF Schemes 已轉移至積金易平台的強積金計劃收集個人資料聲明			
Scheme Name 計劃名稱	Trustee Name 受託人名稱	Scheme Onboarding Date 計劃轉移日期 ( DD / MM / YYYY 日／月／年 )	Link / QR Code 連結／二維碼
AIA MPF - Prime Value Choice 友邦強積金優選計劃	AIA Company (Trustee) Limited 友邦（信託）有限公司	03 / 09 / 2025	<a href="https://empf.org.hk/pics_aia">https://empf.org.hk/pics_aia</a> 
AMTD MPF Scheme AMTD 強積金計劃	Bank Consortium Trust Company Limited 銀聯信託有限公司	03 / 07 / 2025	<a href="https://empf.org.hk/pics_bctad">https://empf.org.hk/pics_bctad</a> 
BCOM Joyful Retirement MPF Scheme 交通銀行愉盈退休強積金計劃	Bank of Communications Trustee Limited 交通銀行信託有限公司	03 / 09 / 2024	<a href="https://empf.org.hk/pics_bocom">https://empf.org.hk/pics_bocom</a> 
BCT (MPF) Pro Choice BCT 積金之選	Bank Consortium Trust Company Limited 銀聯信託有限公司	01 / 08 / 2025	<a href="https://empf.org.hk/pics_bctpc">https://empf.org.hk/pics_bctpc</a> 
BCT Strategic MPF Scheme BCT 強積金策略計劃		03 / 07 / 2025	<a href="https://empf.org.hk/pics_bctsg">https://empf.org.hk/pics_bctsg</a> 

**Personal Information Collection Statement of The Onboarded MPF Schemes**  
**已轉移至積金易平台的強積金計劃收集個人資料聲明**

Scheme Name 計劃名稱	Trustee Name 受託人名稱	Scheme Onboarding Date 計劃轉移日期 ( DD / MM / YYYY 日 / 月 / 年 )	Link / QR Code 連結 / 二維碼
BEA (MPF) Master Trust Scheme 東亞（強積金）集成信託計劃	Bank of East Asia (Trustees) Limited 東亞銀行（信託）有限公司	05 / 03 / 2025	<a href="https://empf.org.hk/pics_beamt">https://empf.org.hk/pics_beamt</a> 
BEA (MPF) Value Scheme 東亞（強積金）享惠計劃		29 / 10 / 2024	<a href="https://empf.org.hk/pics_bea">https://empf.org.hk/pics_bea</a> 
BOC-Prudential Easy-Choice Mandatory Provident Fund Scheme 中銀保誠簡易強積金計劃	BOCI-Prudential Trustee Limited 中銀國際英國保誠信託有限公司	05 / 06 / 2025	<a href="https://empf.org.hk/pics_bociec">https://empf.org.hk/pics_bociec</a> 
China Life MPF Master Trust Scheme 中國人壽強積金集成信託計劃	China Life Trustees Limited 中國人壽信託有限公司	29 / 07 / 2024	<a href="https://empf.org.hk/pics_chinalife">https://empf.org.hk/pics_chinalife</a> 
Fidelity Retirement Master Trust 富達退休集成信託	HSBC Provident Fund Trustee (Hong Kong) Limited	30 / 12 / 2025	<a href="https://empf.org.hk/pics_hsbctd">https://empf.org.hk/pics_hsbctd</a> 
Haitong MPF Retirement Fund 海通 MPF 退休金			<a href="https://empf.org.hk/pics_hsbcht">https://empf.org.hk/pics_hsbcht</a> 
Hang Seng Mandatory Provident Fund - SuperTrust Plus 恒生強積金智選計劃		29 / 01 / 2026	<a href="https://empf.org.hk/pics_hsbchs">https://empf.org.hk/pics_hsbchs</a> 
HSBC Mandatory Provident Fund - SuperTrust Plus 滙豐強積金智選計劃			<a href="https://empf.org.hk/pics_hsbchb">https://empf.org.hk/pics_hsbchb</a> 
Manulife Global Select (MPF) Scheme 宏利環球精選（強積金）計劃	Manulife Provident Funds Trust Company Limited 宏利公積金信託有限公司	06 / 11 / 2025	<a href="https://empf.org.hk/pics_manl">https://empf.org.hk/pics_manl</a> 
Manulife RetireChoice (MPF) Scheme 宏利退休精選（強積金）計劃	Bank Consortium Trust Company Limited 銀聯信託有限公司	03 / 07 / 2025	<a href="https://empf.org.hk/pics_bctrc">https://empf.org.hk/pics_bctrc</a> 
MASS Mandatory Provident Fund Scheme 萬全強制性公積金計劃	YF Life Trustees Limited 萬通信託有限公司	26 / 06 / 2024	<a href="https://empf.org.hk/pics_yflife">https://empf.org.hk/pics_yflife</a> 

**Personal Information Collection Statement of The Onboarded MPF Schemes**  
**已轉移至積金易平台的強積金計劃收集個人資料聲明**

Scheme Name 計劃名稱	Trustee Name 受託人名稱	Scheme Onboarding Date 計劃轉移日期 ( DD / MM / YYYY 日 / 月 / 年 )	Link / QR Code 連結 / 二維碼
My Choice Mandatory Provident Fund Scheme 我的強積金計劃	BOCI-Prudential Trustee Limited 中銀國際英國保誠信託有限公司	05 / 06 / 2025	<a href="https://empf.org.hk/pics_bocimc">https://empf.org.hk/pics_bocimc</a> 
Principal MPF – Simple Plan 信安強積金 – 易富之選	Principal Trust Company (Asia) Limited 信安信託 (亞洲) 有限公司	07 / 05 / 2025	<a href="https://empf.org.hk/pics_prinsp">https://empf.org.hk/pics_prinsp</a> 
Principal MPF – Smart Plan 信安強積金 – 明智之選			<a href="https://empf.org.hk/pics_prinsm">https://empf.org.hk/pics_prinsm</a> 
Principal MPF Scheme Series 800 信安強積金計劃 800 系列			<a href="https://empf.org.hk/pics_prins8">https://empf.org.hk/pics_prins8</a> 
SHKP MPF Employer Sponsored Scheme 新地強積金僱主營辦計劃	Standard Chartered Trustee (Hong Kong) Limited 渣打信託 (香港) 有限公司	02 / 10 / 2024	<a href="https://empf.org.hk/pics_sc">https://empf.org.hk/pics_sc</a> 
Sun Life Rainbow MPF Scheme 永明彩虹強積金計劃	Sun Life Trustee Company Limited 永明信託有限公司	03 / 10 / 2025	<a href="https://empf.org.hk/pics_sun">https://empf.org.hk/pics_sun</a> 